

St. Mary's Prep

Student Handbook



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Dear Parents:

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that St. Mary's Preparatory, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, St. Mary's may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in accordance with St. Mary's procedures. The primary purpose of directory information is to allow St. Mary's to include this type of information from your child's education records in certain school publications. Examples include:

- The annual yearbook
- Student directory
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets

Directory information, which is information generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, local news media, companies that manufacture class rings or publish yearbooks, and military recruiters.

If you do not want St. Mary's to disclose directory information from your child's education records without your prior written consent, you must notify St. Mary's in writing by August 20th of the current school year. Orchard Lake St. Mary's has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Dates of attendance
- Grade level

If you have any questions regarding directory information, please do not hesitate to contact the Executive Assistant to the Headmaster at (248) 836-1292.

ACCEPTABLE USE POLICY FOR TECHNOLOGY

The Orchard Lake School District shall provide access for employees and students to the system/network, including access to external networks, for limited educational purposes. Educational purposes shall be defined as classroom activities, career and professional development and high quality self-discovery activities of an educational nature. The purpose of the system/network is to assist in preparing students for success in life and with others. The system/network will be used to increase communication (staff, parent and student), enhance productivity, and assist staff in upgrading existing skills. The system/network will also be utilized to provide information to the community; including parents, government agencies and businesses.

Orchard Lake Schools shall implement, monitor and evaluate the district’s system/network for instructional and administrative purposes. Access to the system/network, including external networks, shall be made available to employees and students for instructional and administrative purposes. Access to the system/network is a privilege, not a right. All users shall be required to acknowledge receipt and agree to the expectations set forth in this Acceptable Use Policy for Technology. Noncompliance with these expectations may result in discipline. Violations of law may result in criminal prosecution as well as disciplinary action by the Orchard Lake Schools.

Electronic mail transmissions and other use of electronic resources by students and employees will not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for instructional and administrative purposes. There will be no expectation of privacy regarding any use of district electronic resources, internet access or servers.

Orchard Lake Schools shall not be liable for user’s inappropriate use of electronic resources, violations of copyright restrictions, user mistakes or negligence, or costs incurred by users. User’s shall be responsible for their own internet/email activities and shall hold the district harmless and indemnify the district for liabilities or claims of any kind arising from such activities. The Orchard Lake Schools shall not be responsible for ensuring the accuracy or usability of any information found on external networks.

Please print legibly in ink.

Last Name: _____

First Name: _____

I have read the district’s Acceptable Use Policy for Technology and agree to abide by its expectations. I understand that violation of these expectations may result in disciplinary action including but not limited to suspension or revocation of privileges, suspension or expulsion from school, termination of employment and criminal prosecution

Signature: _____ Date: _____

HARASSMENT AND BULLYING POLICIES

St. Mary's Preparatory will promote regulations to ensure the proper conduct of students and the safety of students and school personnel. Such regulations will be made available to students, faculty, staff, parents and guardians. St. Mary's may suspend or expel students according to the nature of the bullying.

Bullying is dangerous and disrespectful behavior that will not be tolerated or permitted and is defined as any overt act or combination of acts directed against a student by another student or group of students and which (but not limited to):

- is repeated over time;
- is intended to ridicule, humiliate, or intimidate the student;
- occurs during the school day on school property, on a school bus, or at a school-sponsored activity, or before or after the school day on a school bus or at a school-sponsored activity;
- consists of cyber bullying or inappropriate texting that results in the school needing to intervene.

Students may report acts of bullying to teachers, support staff, or to school administrators. Parents or guardians of students may file written reports with the Headmaster's office of suspected bullying. Any teachers or other school staff who witness acts of bullying or who receive student reports of bullying shall notify school administrators promptly of such acts. All reports of suspected bullying shall remain confidential.

Upon receipt of reports of bullying, the Dean of Students or designee shall investigate. In the event that the Dean of Students or designee believes there is reason to suspect that bullying has occurred, he or she shall ensure proper discipline to the act of bullying.

St. Mary's shall notify the parent or guardian of a student who is a victim of bullying; and the plan of the action that will be taken to prevent any further acts of bullying.

The student (bully) will be notified of the charges of misconduct and of the proposed disciplinary action, and will be given an opportunity to be heard by the Headmaster. The parent or guardian will be notified immediately of the discipline and urged to come in for a discussion with the Dean of Students/Headmaster. In short, informal due process will be followed.

Bullying may involve a range of misconduct that, based on the severity, will warrant a measured response of corrective action and/or discipline. Behaviors that do not rise to the level of bullying still may be subject to intervention and/or discipline. Possible intervention:

- Detention: The student may report at the end of the day, work in the cafeteria or Saturday work detail, or combination of the aforementioned.
- In-school suspension: The student is removed from the normal classroom setting but remains in school.
- Short-term suspension: Exclusion from school for no more than five (5) consecutive days.

- Long-term suspension: Exclusion from school for ten (10) days or more, but for a specific period of time.
- Expulsion: Behavior warrants removal from St. Mary's Preparatory.

DRUG AND SUBSTANCE ABUSE POLICY

Students at school or school-sponsored activities, on or off campus, are not permitted to be in possession of, nor under the influence of, any tobacco products, illicit drugs, vape pens, e-cigarettes or alcoholic beverages of any kind. Tobacco offenses earn a three (3) day out-of-school suspension for first offenses; drug and/or alcohol offenses will be met with a minimum ten (10) day out-of-school suspension for first offenses. The administration reserves the right to mandate counseling, urinalysis, and/or other testing prior to or during the student's return to school following suspension. St. Mary's has also adopted an interscholastic athletic policy which states, in addition to school imposed sanctions, any student-athlete using or in possession of tobacco products, alcohol, or illicit drugs will be suspended from all practices and games for two calendar weeks from the date of the disciplinary hearing.

Any 2nd drug or alcohol offense by any student will result in expulsion. Any 2nd tobacco offense will result in a one-year suspension from all Athletic competitions and/or extracurricular activities and will include a minimum 10-day school suspension. The sale or distribution of any contraband, tobacco, alcohol, or drug will result in immediate expulsion.

WEAPON FREE SCHOOL

Orchard Lake St. Mary's Preparatory is a weapon free school. St. Mary's does not permit the use of firearms or other dangerous weapons with the exception of police officers, transfer agents licensed to carry weapons and persons using any such weapons for class instruction when authorized. Any student violating this rule shall be subject to suspension or dismissal. Also any person violating this rule may be subject to criminal prosecution. Any device made specific, crafted, or used with the intended purpose of causing harm to a person is prohibited.

DAILY STUDENT SCHEDULE

Student Schedule (Monday - Friday)

	1st	2nd	3rd	4th	1st lunch	5 th	6th	7th	8th
Hour	7:30- 8:15	8:20- 9:05	9:10- 9:55	10:00- 10:45	10:50- 11:15	11:20- 12:05	12:10- 12:55	1:00- 1:45	1:50- 2:35
Time	45 min.	45 min.	45 min.	45 min.	25 min.	45 min.	45 min.	45min.	45 min.

	1st	2nd	3rd	4th	5 th	2nd lunch	6th	7th	8th
Hour	7:30- 8:15	8:20- 9:05	9:10- 9:55	10:00- 10:45	10:50- 11:35	11:40- 12:05	12:10- 12:55	1:00- 1:45	1:50- 2:35
Time	45 min.	45 min.	45 min.	25 min.	45 min.	25 min.	45 min.	45min.	45 min.

Friday (Virtual Schedule)

	1st	2nd	3rd	4th	5 th	6th	7th	8th
Hour	7:30- 7:55	8:00- 8:25	8:30- 8:55	go to 5th	9:00- 9:25	9:30- 9:55	10:00- 10:25	10:30- 10:55

Half Day Schedule (30 min. classes)

	1st	2nd	3rd	4th	5 th	6th	7th	8th
Hour	7:30- 8:00	8:05- 8:35	8:40- 9:10	go to 5th	9:15- 9:45	9:50- 10:20	10:25- 10:55	11:00- 11:30

2:00 pm Dismissal Schedule

	1st	2nd	3rd	4th	1st lunch	5 th	6th	7th	8th
Hour	7:30- 8:10	8:15- 9:00	9:05- 9:45	9:50- 10:30	10:35- 11:00	11:05- 11:45	11:50- 12:30	12:35- 1:15	1:20- 2:00
Time	40 min.	45 min.	40 min.	40 min.	25 min.	40 min.	40 min.	40min.	40 min.

	1st	2nd	3rd	4th	5 th	2nd lunch	6th	7th	8th
Hour	7:30- 8:10	8:15- 9:00	9:05- 9:45	9:50- 10:30	10:35- 11:15	11:20- 11:45	11:50- 12:30	12:35- 1:15	1:20- 2:00
Time	40 min.	45 min.	40 min.	40 min.	40 min.	25 min.	40 min.	40min.	40 min.

ACADEMICS

Accreditation and Membership

St. Mary's Preparatory is fully accredited and licensed by the State of Michigan's Department of Education, the Michigan Non-Public Schools Accrediting Association (MNSAA), and is a proud and upstanding member of the Orchard Lake Schools, the Archdiocese of Detroit, the Detroit Catholic League Office of Athletics, the Oakland Schools Consortium, and the Michigan High School Athletic Association.

Academic Support and Communication

St. Mary's is built upon the idea that education should occur in a friendly but disciplined environment, stressing dialogue over lecture, supporting families and their values, and establishing roots in the Catholic faith. One of the great strengths of the St. Mary's academic program is the amount of support offered to students, which is developed through communication with the family. The Academic Deans are responsible for assisting students with academic difficulties. The gradebook will be updated regularly and both students and parents have access to this online platform. It is highly advised that both students and parents check this weekly and stay in constant communication with teachers via email or phone. We also offer face to face parent-teacher conferences each semester.

Catholic Education

Although students need not be Catholic to attend St. Mary's, all students are educated in the Catholic tradition. This tradition includes four years of theology in the classroom as well as attendance at Mass once per week. Students are also required to perform community service as determined by the theology department. Additional opportunities for spiritual development, such as class retreats will be organized and communicated by the campus minister.

ACT/SAT/CEEB/Standardized Testing Code

St. Mary's Identification number for college applications, entrance, and placement exams is **232-880**.

Academic Seminar

Seminar class is designed and implemented to ensure all students receive an opportunity and appropriate academic support. Every student is enrolled in a seminar class for four years. It is an academic class and attendance is required and taken daily by the instructor. Truancy and tardiness will result in disciplinary action.

The Grading System

The scholastic year is divided into two semesters and each semester into two marking periods. Parents have access to grades through Blackbaud, our online program. Frequent, informal contact between parents and faculty is encouraged to keep parents apprised of their child's progress. The grading scale at St. Mary's ranges from A+ to E. Passing grades are A= to D-, which corresponds with a 4.0 scale of 4.3 to .7 and a percentage scale of 100 to 70 percent. Semester grades are determined by weighing each of the marking period grades at 25%-semester value (75% total) and the semester final exam (25%). Only final semester grades are entered onto the student's permanent record and transcripts.

St. Mary's grading scale is as follows:

A+	100-99	4.3
A	98-93	4.0
A-	92-90	3.7
B+	89-87	3.3
B	86-83	3.0
B-	82-80	2.7
C+	79-77	2.3
C	76-73	2.0
C-	72-70	1.7
D+	69-67	1.3
D	66-63	1.0
D-	62-60	.7
E	59-0	0

Academic and Athletic Eligibility

Students are required to complete seven (7) credit hours per academic year. Freshman (9th) students who are below the cumulative GPA of 2.00 will be under academic review and may not be invited back to OLSM.

Student athletes must maintain a 2.00 GPA and pass a minimum of 5 classes in order to be eligible to participate in a sport.

Graduation Requirements

St. Mary's Prep. requires the student to successfully complete/earn a total of twenty-eight (28) credits in grades nine through twelve to receive a diploma. Transfer students will have their credits evaluated on an individual basis by the Academic Deans.

ACADEMIC REQUIREMENTS FOR GRADUATION

Boys Division Graduation Credit Requirement.	
Each student is required to successfully complete the following courses:	
Credit	Class
0.5	Health
0.5	Physical Education
0.5	Computer Science
1.0	Humanities/Genre Studies
3.5	History/Social Studies/Government
4.0	Mathematics
3.0	Science (Biology, Chemistry, Science Elective)
2.0	Foreign Language
4.0	English Language Studies
4.0	Theology
5.0	Elective courses selected from any department
7.0	Total credits needed per year to be on track
≥ 28	Total credits needed to graduate

Girls Division Graduation Credit Requirement.	
Each student is required to successfully complete the following courses:	
Credit	Class
4.0	Mathematics (1.0 credit per academic year)
4.0	English (1.0 credit per academic year)
3.0	Science
3.0	Social Studies
2.0	World Language
0.5	Health
0.5	Physical Education
4.0	Theology (1 per academic year)
1.0	Humanities
1.0	Computer Science
1.0	Engineering Science
4.0	Band (Optional, 1.0 credit per academic year)
4.0	Elective Courses Selected from any department
7.0	Total credits needed per year to be on track
≥ 28	Total credits needed to graduate

- A student will not receive credit for a course in the event he fails to comply with the daily attendance schedule.
- Failed or incomplete work must be made up during the summer recess. A student is automatically placed on probation if he fails one subject; three failures substantiates grounds for dismissal. A meeting with the Academic Dean must be scheduled for a validated plan of recovery.
- If any hold on records (e.g. “incomplete” in course grades, unpaid or unsatisfied P.I.P./S.I.P. hours, uniform, athletic [pay-to-play], library, campus equipment, and other miscellaneous fees) are reported on the student’s transcript, he will not be awarded a diploma until they are remedied.

Honors, Advanced Placement, and College Courses

St. Mary’s offers a wide variety of Honors and Advanced Placement classes for each grade level to ensure that students are constantly being challenged academically. Honors classes are available for underclassmen in science, math, and English. Advanced Placement (AP) courses are available to upperclassmen. The benefit of an AP course is two-fold. Similar to the Honors class, AP classes ensure that upperclassmen reach their full academic potential. AP courses also offer students the opportunity to earn college credit by “passing” a subject specific test offered each May.* AP classes are available in English, math science, and history. Every AP class offered at St. Mary’s has been approved by the College Board, verifying that the AP class accurately reflects the content and standards that would typically be found in the class at the university level.

*Please note that each college/university has its own policy regarding acceptable AP test scores, as well as on awarding college credit(s) based on AP testing.

College Courses Offered

St. Mary’s Preparatory shares a campus and facilities with Madonna University. This relationship allows select seniors and juniors to enroll in various college courses taught by Madonna University, Lawrence Tech University, yet held on St. Mary’s campus. St. Mary’s students enroll at Madonna and receive official transcripts from Madonna University. (Additional fees apply for all Madonna classes.)

DRESS CODE

Student dress should always reflect a sense of respect for the student, his peers, and the school environment. Attention to care and neatness with regard to dress and appearance is expected of all students at school and at all school endorsed activities. The following dress code has been established to provide specific guidelines, limits, and expectations. The dress code consists of two parts: Daily Dress and Mass Day Dress.

<u>Boys Division Dress Code</u>		
<u>Monday & Friday</u> St. Mary's polo shirt 9th-11th Red 12th Black Dress pant Dark leather dress belt Dark socks Appropriate shoe (season dependent)	<u>Tuesday & Wednesday</u> Oxford dress shirt 9th-11th White 12th Blue Professional Tie Dress pant Dark leather dress belt Dark socks Appropriate shoe (season dependent)	<u>Thursday</u> <u>(Mass Day)</u> Oxford dress shirt OLSM Tie Navy blue school Cardigan or Navy Blue Blazer Dress pant Dark leather dress belt Dark socks Appropriate shoe (season dependent)

Boys Uniform Details

Belt- A dark leather dress belt is required.

Pants- Dress pants of Docker's style dress pants ONLY. Colors should remain conservative and business-like (blue, gray, tan, etc.). Cargo pants, corduroy pants, painter pants, army fatigues, pants with side pockets, jeans, etc. are not permitted. No chains for wallets, watches, keys, etc. are allowed. No frayed cuffs or pant legs are permitted. Pants should be clean, neat, and pressed.

Shirt- White dress shirts only, which may be long or short sleeves. Seniors may wear blue dress shirts. If a T-shirt is worn underneath, it must be solid white (no logo imprint). Sleeves may *not* be rolled up regardless of weather conditions. Additionally the top button of the shirt should remain buttoned at all times.

Shoes- Dark leather dress shoes and dark dress socks are required.

Tie- Ties should be professional. Final judgment and appropriateness will rest with the administration.

Mass Days - Blazer and Cardigan- Students must wear the ST. Mary's navy-blue blazer (complete with school crest sewn onto the left breast pocket of blazer) or the St. Mary's cardigan sweater along with the school tie. The sweater **MUST** be purchased from the campus bookstore.

Boys Personal Appearance

The haircut/hairstyle and overall appearance of the St. Mary's student is expected to complement the school uniform and promote the school's traditional approach to preparatory education. If a student arrives at school with an inappropriate hairstyle or facial hair, he will receive a written warning to make the appropriate modifications.

The appearance and grooming guidelines will be required from students while they are at school or any school sponsored event such as community service, practice, summer workout or any other event where they officially represent St. Mary's Preparatory High School.

- Hair length should remain above the collar, out of eyes and not covering the ears. Hair may not extend below the eyes and may not be more than 2 inches below the collar line unless it is braided and meets the braid standard.
- Braids or cornrows must be neatly groomed, attached to the scalp, and may not have any loose ends. Braids also may not be individually wrapped which causes them to stand up by themselves.
- Unacceptable hairstyles include ponytails, dyed hair, individual twists, Mohawk or Mohawk-style-cuts, beads decorations, cuts with lines or designs, hair ties (that are not black), and extensions.
- No extraordinary styles or unnatural colors will be permitted. Sideburns are to remain trimmed and above mid ear.
- No facial hair is permitted. Sideburns must be flat and neatly trimmed and may not extend below the ear lobe.
- Earrings, and all visible piercings are *absolutely forbidden* at St. Mary's and all school endorsed activities. This policy extends to free time and off hours. At no time should a varsity jacket or school blazer be worn with an earring.

<u>Girls Division Dress Code</u>		
<u>Monday & Friday</u> St. Mary's polo shirt St. Mary's grade level uniform skirt or dress pant Socks Appropriate shoe (season dependent) Grades 9-11: St. Mary's white polo 12th Graders: St. Mary's red polo	<u>Tuesday & Thursday</u> White oxford dress shirt St. Mary's grade level uniform skirt or dress pant Socks Appropriate shoe (season dependent)	<u>Wednesday (Mass Day)</u> White oxford dress shirt Navy blue school Cardigan or Navy Blue Blazer Grades 9-11: St. Mary's uniform skirt in plaid 12 th graders: St. Mary's uniform skirt in plaid or black. Socks Appropriate shoe (season dependent)

Girls Uniform Details

Polo Shirts- Monday & Friday only. 9th-11th graders wear white; 12th graders wear red. MUST be purchased from the campus bookstore.

Skirts- 9th-11th graders may wear navy or plaid; 12th graders may wear black, navy or plaid. MUST be purchased at the campus bookstore. Black or Navy-blue modesty shorts or leggings/tights may be worn underneath their skirt.

Dress Pants- may be navy blue or black dress slacks.

Oxford Dress Shirts- Tuesday, Wednesday & Thursday. Long sleeve or short sleeve may be worn.

Mass Days - Blazer and Cardigan- Students must wear the St. Mary's navy-blue blazer (complete with school crest sewn onto the left breast pocket of blazer) or the St. Mary's girl's cardigan sweater. The sweater MUST be purchased from the campus bookstore.

Socks- crew cut or knee socks in white or black or navy blue. Visible logos are NOT allowed.

Non-Winter Shoes- a loafer style or ballet flat is allowed. Boat shoes, slippers, or tennis shoes are NOT permitted.

Uniform Additions

On colder days, students may wear a St. Mary's prep quarter zip or crew neck sweatshirt. These MUST be purchased from the campus bookstore. A collared shirt must be worn underneath. Sports/athletic crewnecks and hoodies sweatshirts are NOT allowed to be worn at any time.

Winter Boots and Leggings

From November-March, students need to wear a waterproof dress boot. Black or Navy-blue leggings or tights are required to be worn underneath their skirt.

Girls Personal Appearance

- Hair must be neatly groomed daily. Only traditional hair colors are allowed. Students may not dye any part of their hair extreme colors.
- Modest, age-appropriate makeup is permissible. Glitter, bold eyeshadow and lipstick is not permitted.
- Simple earrings are allowed.
- NO facial piercings of any kind are allowed.
- Small, religious necklaces may be worn. Layered or choker style necklaces are NOT permitted at any time.

DISCIPLINE

Dismissal

All St. Mary's students are asked to sign and commit to the School's Honor Code, included in the back of this policy booklet. St. Mary's Preparatory reserves the right to dismiss (expel) any student due to unsatisfactory behavior, poor academic standing, or for any act or reason judged by the Administration as negatively affecting the school community or welfare of others. Expulsion is an unfortunate, but carefully made decision, which is not subject to appeal. All expulsion actions will remain in effect for the entire academic year. Students who have been terminated from attending St. Mary's may reapply for admission consideration the following year. (See Honor Code.)

Scholastic and Social Integrity

In keeping with the moral and educational philosophy of the school, a student's honesty and integrity is both expected and required. Any form of dishonesty in doing one's own academic work will be considered a serious violation of the school's academic goals and moral objectives. As a minimum consequence, the involved student(s) will receive a grade of zero (0) for the task, test, or assignment in which dishonesty occurred. Repeat and/or serious offenders may fail the course in which academic integrity was breached for the semester and/or be suspended or expelled. Any breach of personal integrity involving theft of property may be met with expulsion in the first offense. For clarification see the Honor Code in this handbook.

On and Off-Campus Expectations (includes field trips, athletic, extracurricular events, etc.)

All extracurricular activities involving St. Mary's are school-sponsored events. Appropriate conduct and sportsmanship are expected from participants and spectators alike. Parents who exhibit inappropriate behavior will be excluded from attending future contests at the discretion of the Athletic Director and Administration. Disciplinary action, up to and including expulsion, may be taken as a result of inappropriate student behavior at any time, including on and off campus activities that discredits the good name of the St. Mary's community. A St. Mary's student represents the school 24 hours a day, 365 days per year. (See Honor Code for clarification.)

School Procedures/Regulations Regarding Alcohol, Tobacco, Vape products and Drugs

Students at school or school-sponsored activities, on or off campus, are not permitted to be in possession of, nor under the influence of, any tobacco products, illicit drugs, or alcoholic beverages of any kind. Tobacco offenses earn a three (3) day out-of-school suspension for first offenses; drug and/or alcohol offenses will be met with a minimum ten (10) day out-of-school suspension for first offenses. The administration reserves the right to mandate counseling, urinalysis, or other testing prior to or during the student's return to school following suspension. St. Mary's has also adopted an interscholastic athletic policy which states, in addition to school imposed sanctions, any student-athlete using or in possession of tobacco products, alcohol, or illicit drugs will be suspended from all practices and games for two calendar weeks from the date of the disciplinary hearing.

Any 2nd drug or alcohol offense by any student will result in expulsion. Any 2nd tobacco offense will result in a one-year suspension from all Athletic competitions and/or extracurricular activities and will include a minimum 10-day school suspension. The sale or distribution of any contraband, tobacco, alcohol, or drug will result in immediate expulsion.

Attendance

The determination as to a student's status as excused or unexcused when absent, will rest with the Dean of Students and Headmaster.

Attendance is taken daily in all academic classes, at Mass, and at all mandatory school sponsored activities. A student who will miss all or part of any school day will not be considered excused, unless a parent or guardian notifies the Dean of Students. The responsibility to contact each teacher to make up class work, exams, and assignments rests with the student. Prolonged absences are to be cleared through the office of the Dean of Students; please also call the Academic Deans so accommodations may be made for make-up work. Parents and guardians are asked to arrange vacations when school is not in session for the obvious reasons. Consequences for unexcused vacations may include academic "zeroes" for missed work.

Truancy

"Skipping" a class, Mass, or any other school activity is considered an unexcused absence or truancy at St. Mary's. The Headmaster and Dean of Students will meet this offense with an out-of-school suspension. Expulsion will result if the problem continues.

Social Media Guidelines

St. Mary's Preparatory utilizes social media to connect and to inform our school community for the purpose of sharing information rapidly. Our posts are intended to provide accurate information about events going on across the school and campus. This information will often include various announcements, postings about upcoming events, promotion of clubs, teams, programs, academics, and celebrations of achievements.

Students and parents are expected to use social media in a responsible manner that reflects the highest standards of honesty, respect, and consideration of others. Under no circumstances will offensive or negative comments about students, staff, community, or the school be tolerated. Violation of the policy will result in disciplinary action.

Social Media Policy

It is the policy of St. Mary's Preparatory that students' use of social media may not interfere with the educational purpose of the school or its students. For the purpose of this policy, "social media" refers to any publicly accessible Internet-based service that enables a user to share communications, images, or videos with others, or to participate in social networking.

Improper use of social media includes, but is not limited to, posting the following:

- Threats of violence
- Threats of bullying, or cyber-bullying
- Advocacy of illegal items or activities
- Vulgar or offensive language

Such use of detracts from the mission of St. Mary's Preparatory will be subject to disciplinary action including suspension and up to expulsion, depending on the severity of the violation.

Cell Phone Policy

Students are allowed to use their cell phone outside of the school building (s) during instructional hours. Students are not permitted to have their cell phones out in the classroom or in the building during the school day unless a teacher or school administrator allows it.

Tardiness

Any student who arrives at school after 7:30 a.m. is to immediately report to the Dean of Students before going to class. Punctuality is expected; an unexcused tardy is unacceptable at St. Mary's. Students who are late/tardy will be disciplined and their parents/guardians contacted by the Dean of Students, if the problem continues.

Leaving School Property

The school day begins when a student arrives on St. Mary's Property/Campus in the morning and ends when his last class, practice, or school-sanctioned activity has been officially dismissed. No student may leave the St. Mary's Campus during the school day without the specific authorization of a school administrator. Teachers and other non-administrative personnel are never allowed to permit students to go off-campus. Students who exit from the school grounds during the academic/school day (any time between 7:30 a.m. and 2:45 p.m.) without Administrative permission will be suspended for two (2) school days minimum upon the first offense.

Detention

Detention consists of corrective action or activity as determined by the Dean of Students. Any student who is issued a detention is to report *that day* to the Dean of Students after dismissal (2:35 p.m.) to serve his penalty. Detentions are typically held Monday through Friday from 2:35 – 3:30 p.m. Multiple and/or frequent detentions will lead to more serious disciplinary action, including a Saturday detention, suspension, or expulsion/dismissal from St. Mary's Preparatory.

Out-of-School Suspension

Incidents of suspension seriously harm a student's academic status as well as his reputation. Infractions punishable by suspension also seriously threaten a student's status as a student of St. Mary's. All cases of suspension at St. Mary's Prep are carefully chosen methods to remove the student from a situation in which he is harming his own educational opportunities or those around him.

The length of suspension is determined by the severity of the infraction, the student's prior disciplinary record, and the amount of time necessary to assess the problem and plan a course of corrective action. Suspension is a complete separation of a student from the daily academic, athletic, and social life of St. Mary's Prep for a period of one (1) to ten (10) days. The following conditions will be expected and enforced in cases involving a suspended student:

- a) The student is to remain away from the Orchard Lake Schools campus for the entire calendar-length of his suspension.
- b) The student is excluded from all school functions and activities for the duration of this suspension, including classroom activity, off-campus and extracurricular events and including weekends when applicable.

Vehicles/Automobiles

It is a privilege to drive a motor vehicle to St. Mary's Campus; safety is to be honored and respected at all times. Students are to obey all signs and regulations on campus. Students must display a St. Mary's Student Parking Pass in their window and park where assigned. Violations will result in loss of privilege.

Snowballs and Lawn Crossing

Throwing snowballs is a dangerous and serious infraction, which will be met with discipline. Additionally, to maintain the beauty of our campus, walking on the lawn in restricted areas is prohibited.

Lunch for All Students

All students must report to the dining hall every day for lunch. Students may bring their lunch or buy hot lunch from the campus food service. Swipe cards are available for purchase. Contact Marco Santia at msantia@stmarysprep.com for pricing and menu information.